



POSTSECONDARY ENROLLMENT OPTIONS HANDBOOK



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This handbook contains the guidelines, frequently asked questions, timelines, and eligible postsecondary institutions for the Postsecondary Enrollment Options Act.

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If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515/281-5295, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 N. Canal Street, Suite 1053, Chicago, IL 60606-7204.

Guidelines for Implementation of the Postsecondary Enrollment Options Act for 9th through 12th Grade Students

Purpose of the Law

The Postsecondary Enrollment Options Act (Chapter 261C, Iowa Code) was enacted in 1987 to promote rigorous academic pursuits and to provide a wider variety of options to high school students by enabling eleventh and twelfth grade students to enroll part time in nonsectarian courses in eligible postsecondary institutions of higher learning in Iowa. A ninth or tenth grade student who is identified as a gifted and talented student according to the school district's criteria and procedures may now participate under this Act. The specific purposes of this Act are to promote rigorous academic pursuits and provide a wider variety of options for students. ***Iowa Code § 261C.2***

I. Student Eligibility

- A. Students who are residents of Iowa and have not graduated from high school are eligible to participate under this Act. ***281—IAC 22.3***
- B. For purposes of this Act, part-time enrollment at an eligible institution shall be defined according to the policies of the eligible institution. ***281—IAC 22.1***
- C. Eleventh and twelfth grade students enrolled in public or Iowa accredited nonpublic school districts. Ninth or tenth grade students who are identified as a gifted and talented student according to the school district's criteria and procedures (Iowa Code § 257.43) are eligible to enroll under this Act. Students receiving Competent Private Instruction are eligible to enroll under this act if they are dual enrolled.
- D. A student who first enrolls under this Act at the beginning of grade 11 may enroll in postsecondary courses for secondary credit for a period of time not to exceed four semesters, or six quarters, or the equivalent of two academic years. A student who first enrolls at the beginning of grade 12 may enroll in postsecondary courses under this Act for secondary credit for a period of time not to exceed two semesters, or three quarters, or the equivalent of one academic year. An 11th or 12th grade student enrolling for the first time in a postsecondary course for secondary credit during the school year shall have participation eligibility reduced proportionally. ***281—IAC 22.2***

Examples:

- 1. An 11th grade student who does not participate under the Act during the fall semester has used up one semester of eligibility and has three semesters of eligibility remaining.
- 2. A 12th grade student who participated during the fall semester of the 11th grade year and did not participate again until the spring semester of the 12th grade year has only that spring semester of eligibility remaining.
- 3. A student participates during the fall semester of the 11th grade year and drops out of school for the remainder of the school year. If the student returns to high school the following fall he/she has used one semester of eligibility and will have three semesters of eligibility remaining.

- E. Persons who have graduated from high school are not eligible under this Act. Receipt of a diploma is not determination of when graduation occurs. To be an "eligible" student for the purposes of this Act, the pupil must be classified, under local board policy, as a 9th or 10th grade talented and gifted student or a 11th or 12th grade student. **Iowa Code § 261C.3(2)**

The Act does not contemplate tuition-free postsecondary education for students who have completed the requirements for graduation under local board policy. The Act anticipates that the eligible pupil will be able to obtain credits at the postsecondary institution which "shall count toward" the graduation requirements and subject area requirements of the school district of residence.... **Iowa Code § 261C.5**

II. Postsecondary Institutions/Courses

- A. Eligible institutions are institutions of higher learning under the control of the State Board of Regents, a community college established under Chapter 260C, Iowa Code, and accredited private institutions as defined in Iowa Code § 261.9(1). **Iowa Code § 261C.3(1)**
- B. Postsecondary institutions may require students to meet appropriate standards or requirements for entrance into a course. Such requirements may include prerequisite courses, scores on PSAT or ACT, or other evaluation procedures to determine competency. Acceptance of a student into a course by a postsecondary institution is not a guarantee that a student will be enrolled in all requested courses. **281—IAC 22.3**
- C. Priority may be given to postsecondary students before enrolling eligible high school students in courses. However, once an eligible high school student has enrolled in a postsecondary course, the student cannot be displaced by another student for the duration of the course. **281—IAC 22.3**
- D. Students shall not "audit" postsecondary course under the provisions of this Act. The student must take the course for credit and must meet all of the requirements of the course which are required of postsecondary students. **281—IAC 22.3**
- E. Students may not enroll in a course at postsecondary institutions if a comparable course is available at the student's high school. **Iowa Code § 261C.4**

III. Responsibilities

- A. School District Responsibilities

In order to assist students and their parents or guardians to make knowledgeable decisions regarding participation and to assist school districts to plan for the following school year, school districts shall inform their students of the availability of the opportunity provided by the Act. **281—IAC 22.3**

1. Each year school districts should provide information on the Act to all students in grades 8 through 11. This information should include the following:
 - a. Which students are eligible to participate under this Act.
 - b. Institutions and type of courses eligible for participation.
 - c. The process for granting academic credits.
 - d. The financial arrangements for tuition, textbooks, materials, and fees.
 - e. The requirement that the parent or guardian of the student shall furnish transportation to and from the eligible postsecondary institution.
 - f. The support services, such as counseling, which are available from both the high school and the postsecondary institutions.
 - g. The need to arrange an appropriate schedule.
 - h. The consequences of failing or not completing a postsecondary course.
 - i. High school graduation requirements and the effects that participation under this Act may have on the completion of these requirements.
 - j. The academic and social responsibility students and their parents or guardians must assume.

2. School districts may choose one or more of the following methods to inform students and their parents or guardians about the Act:
 - a. Counseling with students and parents or guardians.
 - b. Group meetings with students and parents or guardians.
 - c. Distribution of materials to students.
 - d. Mailing of materials to students' homes.
 - e. Announcement(s) in school publications.
3. School districts should provide counseling services to aid students and parents or guardians in decision-making. These counseling services, to the extent possible, should be structured to do the following:
 - a. Inform students and parents or guardians about options available in the high school and postsecondary institutions and about schedules of course offerings.
 - b. Aid students to clarify goals.
 - c. Advise students regarding benefits and risks of participation in a postsecondary program, including the academic, social, emotional, and other facets of participation under the Act.
 - d. Encourage joint counseling for students from both the high school and postsecondary institution counseling staffs. Postsecondary institutions should identify contact persons and assign advisors to work with these students.
 - e. Assist students to plan schedules and select courses for the entire year.
4. Certify eligibility of interested students to postsecondary institutions of their choice. **281—IAC 22.3**
5. Determine if the course is eligible under this act. **281—IAC 22.3**
6. Grant high school credit for course(s) taken under this act. **Iowa Code § 261C.5**
7. Pay for tuition, textbooks, materials, and fees directly related to the course taken by the student. **Iowa Code § 261C.8**

B. Student Responsibilities

A student who anticipates enrollment under the Postsecondary Enrollment Options Act must:

- 1) inform the school district and, if applicable, the authorities in charge of an accredited nonpublic school of the intent to participate,
 - 2) apply at the postsecondary institution, and
 - 3) sign a statement indicating that the student and parent or guardian have received information about the Act. **281—IAC 22.3**
1. A student anticipating participation under the Act should inform the school district of his/her intent to enroll in postsecondary courses during the next school year (March 15th is a suggested date).
 2. The student will complete a notice of registration form in addition to information that may be required by the postsecondary institution or the school district. Included with this handbook is a "Notice of Student Registration Form" that school districts may wish to use (see pages 15-16).
 3. The signatures of the student and parent or guardian are required prior to enrolling in a course. These signatures indicate that the student and parent or guardian received information regarding the program, and are aware of their responsibilities when participating under the Act. If the student is 18 or older, only the student's signature is required.
 4. A student shall not be eligible for participation until the school district or accredited nonpublic school completes the certification of eligibility. **281—IAC 22.3**

5. Students must complete and submit the usual application materials, as required by the postsecondary institution, within the timelines set by the postsecondary institution. The postsecondary institution will review the application and determine whether or not to accept the student. If the student is accepted, the postsecondary institution will send a copy of a signed "Notice of Student Registration Form" to the student and the school district. This notice will include the courses, the clock hours the student will be attending the courses, and the number of hours of postsecondary academic credit that the eligible student will receive from the postsecondary institution upon successful completion of the courses.

Iowa Code § 261C.4

6. After registration, if a student decides to withdraw from school or drop a course for which the student registered at the postsecondary institution, the following steps should be completed as soon as possible.
 - a. The student should immediately file the necessary forms that the postsecondary institution requires for withdrawal.
 - b. The postsecondary institution should inform the high school as soon as possible of these changes.
7. If the student fails to complete the course or receive credit and is 18 years or older, the student must reimburse the school district for the course. ***281—IAC 22.6***

C. Parent Responsibilities

1. Provide for transportation of student to postsecondary institution if needed.
Iowa Code § 261C.7
2. If the student does not complete the course or receive credit and is under 18 years of age, the student's parents, guardian, or legal custodian must reimburse the school district for the course. ***281—IAC 22.6***

D. Postsecondary Institution Responsibilities

1. Enroll eligible students if accepted. ***281—IAC 22.3***
2. May require student to meet appropriate standards or requirements for entrance into course, except graduation from high school. ***281—IAC 22.3***
3. If the student is accepted, the eligible institution shall send written notice to the pupil and the pupil's school district or accredited nonpublic school. The notice shall list the course, the clock hours the pupil will be attending the course, and the number of hours of credit the eligible pupil will receive from the postsecondary institution.
Iowa Code § 261C.4
4. Make request for payment, not to exceed \$250, to the school district by May 1 for the course.
281—IAC 22.5
5. Make pro rata adjustments to tuition reimbursement amounts based upon federal guidelines established pursuant to 20 U.S.C. § 1091 b. ***Iowa Code § 261C.9***

E. Area Education Agency

If needed, the Area Education Agency (AEA) in which the district is located will provide verification if a pupil was unable to complete the postsecondary course for reasons including but not limited to the pupil's physical incapacity, death in the family, or the pupil's move to another school district. Verification by the AEA shall constitute a waiver to the requirement that the pupil, pupil's parent, guardian, or legal custodian reimburse the school district for the costs of the course.

Iowa Code § 261C.8

Note: The Department of Education does not have a specific form. Verification may be made in the form of a letter or a form developed at the local level.

IV. Type of Credit

A. A school district or accredited nonpublic school must grant high school units of credit to an eligible student enrolled in a course under this Act if the eligible student successfully completes the course as determined by the postsecondary institution. The board of directors of the school district or authorities in charge of an accredited nonpublic school shall determine the number of high school credits that shall be granted to an eligible student who successfully completes a course.

Iowa Code § 261C.5

B. The high school units of credit granted to an eligible student under this Act shall count toward the graduation requirements and subject area requirements of the school district of residence or accredited nonpublic school of the eligible student. Evidence of successful completion of each course and high school units of credit and postsecondary academic credits shall be included in the student's high school transcript. ***Iowa Code § 261C.5***

V. Determination of High School Credits

281-IAC 12.5(14) defines a unit as, "...a course which meets one of the following criteria: it is taught for at least 200 minutes per week for 36 weeks; it is taught for the equivalent of 120 hours of instruction; or it is an equated requirement as a part of an innovative program filed as prescribed in rule 12.9(256). A fractional unit shall be calculated in a manner consistent with this subrule." The responsibility for granting high school credit for course successfully completed remains with the school district. It is recommended that the district inform the student of the high school credits to be granted prior to the commencement of the course. ***Iowa Code § 261C.5***

If there is a dispute between the school district and the student regarding the credits to be granted, the student may appeal the school board's decision to the State Board of Education.

VI. Eligible Postsecondary Courses

The Postsecondary Enrollment Options Act is intended to implement the policy of the state to promote rigorous academic pursuits. Therefore, postsecondary courses eligible for students to enroll in under this Act shall be limited to the following:

- A. Nonsectarian courses.
 - B. Courses that are not comparable to courses offered by the school district.
 - C. Credit-bearing courses that lead to an educational degree.
 - D. Courses in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education and also the courses in career option programs offered by area schools established under the authorization provided in Iowa Code chapter 260C.
- 281—IAC 22.4***

VII. Transportation

The parent or guardian of an eligible student who has enrolled in and is attending an eligible postsecondary institution under this Act shall furnish transportation to and from the eligible postsecondary institution for the student. ***Iowa Code § 261C.7***

VIII. Payment for Courses

By May 1 of each calendar year, postsecondary institutions shall send to local school districts a "Request for Payment for Participation in the Postsecondary Enrollment Options Act." The request shall identify the students, courses, credits and charges. **281—IAC 22.5**

The costs that may be claimed by a postsecondary institution shall be limited to the lesser of the actual and customary costs of tuition, textbooks, materials, and fees directly related to the course taken by the eligible student or two hundred fifty dollars. **Iowa Code § 261C.6**

No later than June 30 of each school year a school district shall pay the claim submitted by the postsecondary institution for resident eligible students enrolled under this Act. **Iowa Code § 261C.6**

An eligible postsecondary institution that enrolls an eligible student under the Act shall not charge the student for tuition, textbooks, materials, or fees directly related to the course in which the student is enrolled except that the student may be required to purchase equipment that becomes the property of the student. **Iowa Code § 261C.8**

Frequently Asked Questions

1. Which students are eligible to participate in this Act?

Answer: Students in the eleventh and twelfth grade in Iowa public and accredited nonpublic schools. Ninth and tenth grade students who are identified as a gifted and talented student according to the school district's criteria and procedures (**Iowa Code § 257.43**) are eligible to enroll under this Act. Students receiving Competent Private instruction are eligible for this Act if they are dual enrolled. See the appeal decision addressing this issue: In re Meggan Stone, 19 D.o.E. App. Dec. 104 (2000).

2. May a student enroll full-time under this Act in a postsecondary educational institution?

Answer: No, the student must enroll no more than part-time in the eligible postsecondary education institution. Iowa Code § 261.9(4) chapter defines full-time resident student as enrolled in at least 12 semester hours.

3. May a student enroll in a summer session under this Act?

Answer: Yes, students who are eligible for summer enrollment of up to seven earned semester hours of credit if they have completed the eleventh grade but have not yet completed the requirements for graduation. The student pays the cost of attendance of these summer credit hours.

4. Must a student meet entrance requirements at the eligible postsecondary education institution?

Answer: Yes, each eligible postsecondary education institution may require students to meet appropriate entrance requirements. 281—IAC 22.3 states that, "such requirements may include prerequisite courses, scores on national academic aptitude and achievement tests, or other evaluation procedures to determine competency." This rule also allows a postsecondary institution to give enrollment priority to postsecondary students.

5. What priority will high school students have when attempting to enroll in courses in eligible postsecondary education institutions?

Answer: Eligible postsecondary institutions may give priority to postsecondary students. However, once high school students are accepted for enrollment under this act, they may not be displaced to allow postsecondary students to enroll.

6. May a student enroll for "audit" under this Act in an eligible postsecondary education institution?

Answer: No, the student must take the course for credit.

7. May a student enroll in an eligible postsecondary education institution under this Act if the high school in which the student is enrolled offers a comparable course?

Answer: No, students may not enroll in a course in an eligible postsecondary education institution if a comparable course is available in the local school district. "Comparable" is not synonymous with "identical." Comparable is defined at the local level by the board of directors of the district. See the appeal decision addressing this issue: In re Mathew Davis, 14 D.o.E App. Dec. 199 (1997).

8. May a student enroll in a sectarian course under this Act in an eligible postsecondary education institution?

Answer: No, a student may only enroll in nonsectarian courses under this Act in an eligible postsecondary educational institution. Nonsectarian courses can be "about" religion, but cannot be affiliated with or strongly promote the ideas of a particular religious sect. This issue is best decided at the local level by examining the course description.

9. Will a school district provide students information about this Act?

Answer: School districts have a duty to inform students of the availability of the opportunity provided by this Act.

10. What is the cost to a student for enrolling in a course under this Act in an eligible postsecondary education institution?

Answer: There will be no charge to the student for tuition, textbooks, materials or fees. However, a student may be required to purchase equipment that becomes the property of the student. "Textbooks" are not "equipment." ***Iowa Code §§ 261C.6, 261C.8***

11. Who furnishes the transportation for a student who is attending a course under this Act in an eligible postsecondary education institution?

Answer: The parent or guardian of the student is responsible for furnishing transportation to and from the eligible postsecondary education institution under the Act.

12. What must a student do to enroll in a course under this Act in an eligible postsecondary education institution?

Answer: The student must inform the school district of the intent to participate under the Act.

The student must apply at the eligible postsecondary education institution and meet the requirements of the institution.

The student must sign a statement indicating the student and parent or guardian has received information about the Act from the school district. If a student is 18 or older, only the student's signature is required.

13. What must the local school district do before the student is eligible to enroll in a course under this Act in an eligible postsecondary education institution?

Answer: The school district must certify to the postsecondary institution the eligibility of the student to participate under the Act.

14. What credit will a student receive in the local school district for enrolling in a course under this Act in an eligible postsecondary education institution?

Answer: The local school district will determine the number of high school credits to be granted for the course. Credit given shall count toward applicable graduation requirements of the local school district.

15. Are courses taken under this Act at an eligible postsecondary education institute included on the student's high school transcript?

Answer: Yes, evidence of successful completion of each course and high school credits and postsecondary academic credits received shall be included in the student's high school transcript. ***Iowa Code § 261C.5***

16. May a district refuse to count an eligible course completed under this Act to count toward local graduation or subject area requirements?

Answer: No, courses completed under this act must count toward the graduation requirements and subject area requirements of the school district of residence or accredited nonpublic school of the eligible student. ***Iowa Code § 261C.5***

17. Will the student receive postsecondary credit for a course completed under this Act in an eligible postsecondary education institution?

Answer: The student will have earned postsecondary credit at the eligible postsecondary education institution. Other postsecondary education institutions may, consistent with credit transfer policies, accept postsecondary credit for any courses taken under this Act.

18. What courses are eligible for a student to enroll in under this Act in an eligible postsecondary education institution?

Answer: Nonsectarian courses (those that are not confined to or affiliated with any specific religion).

Courses that are not comparable to courses offered by the local school district.

Credit-bearing courses that lead to an educational degree.

Courses in the disciplines of mathematics, science, social sciences, humanities, vocational-technical education, and courses in career option programs offered by public area colleges.

19. When must an eligible postsecondary education institution claim payment for students attending under this Act?

Answer: By May 1 of each calendar year, eligible postsecondary education institutions shall send to the local school district a request for payment. This request shall identify the students, courses, credits, and charges.

20. When must a local school district pay an eligible postsecondary education institution for students enrolling under this Act?

Answer: A school district shall pay the eligible postsecondary education institution no later than June 30 of each year.

21. What is the maximum tuition authorized to be paid by local school districts to eligible postsecondary education institutions for students enrolling under this Act?

Answer: The maximum tuition for each separate course is set by statute at two hundred and fifty dollars (\$250). ***Iowa Code § 261C.6***

22. May school districts claim supplementary weighting for students enrolled under this Act?

Answer: No. Students enrolling under this Act enroll under their own initiative and not through an approved agreement between the local school district and the area college.

23. May students enroll under this Act in courses that are offered in the evening?

Answer: Students may enroll in evening courses. Evening courses may actually be one of the best opportunities for many students since attending an evening course would afford more time for travel to and from the course.

24. Are school districts required to pay tuition to a postsecondary educational institution if a student enrolled in a course under this act withdraws from the course?

Answer: Yes, but the failure of a pupil to complete and receive credit for an enrolled course requires the pupil, if over eighteen years of age, to reimburse the school district for the cost of the enrolled course. The pupil's parent, guardian, or custodian shall sign the student registration form, if the pupil is under eighteen years of age, indicating that they assume all responsibilities for costs directly related to the incomplete and non-credit course work.

25. May a student enroll under this Act in a correspondence course or Internet course offered by an eligible postsecondary educational institution?

Answer: There is nothing in the Act that would prohibit a student from enrolling in a correspondence or Internet course if the course meets all other eligibility criteria. The district should consult with the affected postsecondary institution to make this determination.

26. May a local school district request a copy of the grades earned by a student enrolled under this Act?

Answer: Yes, a school district shall request that a student enrolled under this Act provide a copy of the grades earned. To facilitate the release of grade reports, the school district may wish to include a statement authorizing the release of grade reports at the time the school district certifies the eligibility of the student to participate under this Act.

The release of student grades requires authorization by the parent, guardian, or custodian if the student is below the age of 18 or by the student if the student is 18 or over.

27. Is a local school district financially responsible for payment under this Act if a student enrolls in an eligible postsecondary institution but does not notify the local school district?

Answer: No, the local school district is not financially responsible under the Act. The administrative rules for the Act (**281—IAC 22.3**) require that the student must inform the local school district of the intent to participate under the Act.

28. If students enroll in college credit courses under the Postsecondary Enrollment Option Act, does this enrollment reduce their years of eligibility for college athletic competition?

Answer: Representatives of the National Collegiate Athletic Association (NCAA), the National Association of Intercollegiate Athletics (NAIA) and the National Junior College Athletic Association (NJCAA) indicated that eligibility is not affected until the student has enrolled full-time in a postsecondary educational institution. Students and parents seeking a definitive eligibility ruling regarding an individual student should directly contact the representative of the appropriate athletic association.

29. May a student enrolled at an Iowa accredited nonpublic school participate in the postsecondary enrollment act?

Answer: Yes. A pupil attending an accredited nonpublic school shall be counted as a shared-time student in the school district in which the nonpublic school of attendance is located for state foundation aid purposes. **Iowa Code § 261C.3**

30. May a school district limit the number of courses a qualified student may take per grading period under the Act?

Answer: Other than ensuring that the student is not taking so many PSEO courses that s/he is considered a full-time college student, there is nothing in the Act that permits such limitation. However, schools do have a responsibility to make sure that students are making adequate progress toward graduation requirements and to counsel them accordingly.

31. May a school district set a condition that any course taken under the Act be offered during the school day?

Answer: No. There is nothing in the Act that permits such limitation. Inasmuch as students and their families provide their own transportation for PSEO courses, there is no justification for such a condition. In fact, taking evening and other "off-hour" courses may be one of the best opportunities for many students to access these courses.

32. MUST a course taken under the Act be included on the student's high school transcript?

Answer: Iowa Code § 261C.5 requires that evidence of successful completion of a course be included on the high school transcript. If the student does not successfully complete the course (withdraws, receives a failing grade, other locally defined means of unsuccessful completion), nothing in the Act requires that this information be placed on the transcript. It appears that whether to include such information about unsuccessful completion or non-completion may be a local decision, but the district should inform students of the local policy prior to their enrollment in a postsecondary course.

33. Do PSEO courses “count” for purposes of eligibility for interscholastic activities [rule 281—IAC 36.15(12)]?

Answer: Yes. The rule has always provided that PSEO coursework shall be used to determine eligibility.

If a student fails a PSEO course, the course cannot be counted as one of the four subjects that must be credited to the student for eligibility. Whether the “F” goes on the student’s transcript is left to local control.

34. May students enroll under this Act in studio-type courses (e.g., individualized music, dance, art lessons)?

Answer: No. Personalized “performance” lessons are to be arranged and paid for directly by the student and student’s family.

35. May students enroll under this Act in independently designed courses (e.g., independent study, individualized instruction)?

Answer: No. Personalized courses are to be arranged and paid for directly by the student and student’s family.

36. Are summer courses taken under the Act subject to the \$250 limitation?

Answer: No. Iowa Code § 261C.5 states that the pupil pays the cost of attendance of summer credit hours. The \$250 per course limitation contained in Iowa Code § 261C.5 applies only to tuition *reimbursements* made by the school district.

POSTSECONDARY ENROLLMENT OPTIONS ACT ELIGIBLE POSTSECONDARY INSTITUTIONS

Iowa Code § 261C.3 provides the following definition of postsecondary institutions eligible for participation in the Postsecondary Enrollment Options Act.

"Eligible postsecondary institution" means an institution of higher learning under the control of the State Board of Regents, an area school established under Chapter 260C or an accredited private institution as defined in Section 261.9, subsection 1.

The following public postsecondary institutions are eligible for participation in the Postsecondary Enrollment Options Act.

Public Universities

Iowa State University, Ames, Iowa 50011 (515) 294-0723

University of Iowa, Iowa City, Iowa 52242 (319) 353-1450

University of Northern Iowa, Cedar Falls, Iowa 50613 (319) 273-2701

Community Colleges

Des Moines Area Community College, 2006 S Ankeny Blvd, Ankeny IA 50021 (515) 964-6514

Eastern Iowa Community College, 306 W River Drive, Davenport, IA 52801 (563) 336-3304

Hawkeye Community College, Box 8015, 1501 E Orange Rd., Waterloo, IA 50704-8105 (319) 296-4020

Indian Hills Community College, Grandview Ave, Ottumwa, IA 52501 (641) 683-5169

Iowa Central Community College, 330 Ave M, Ft. Dodge, IA 50501 (515) 576-0099

Iowa Lakes Community College, 19 South 7th St, Estherville, IA 51334 (712) 362-7917

Iowa Western Community College, 2700 College Rd, Council Bluffs, IA 51502 (712) 325-3292

Iowa Valley Community College, Box 536, 3702 S Center St, Marshalltown, IA 50158 (641) 752-7106

Kirkwood Community College, 6301 Kirkwood Blvd, S.W., Cedar Rapids, IA 52406 (319) 398-5475

North Iowa Area Community College, 500 College Drive, Mason City, IA 50401 (641) 422-4351

Northeast Iowa Community College, PO Box 400, Calmar, Iowa 52132 (563) 562-3263

Northwest Iowa Community College, 603 West Park St, Sheldon, IA 51201 (712) 324-5061

Southwestern Community College, Box 458, 1501 West Townline St, Creston, IA 50801 (641) 782-7081

Southeastern Community College, Drawer F, 1015 S Gear Ave, West Burlington, IA 52655 (319) 752-2731

Western Iowa Tech Community College, 4647 Stone Ave, Sioux City, IA 51106 (712) 274-6402

Independent Colleges and Universities

Allen College, 1825 Logan Ave, Waterloo, IA 50703 (319) 226-2003

AIB College of Business, 2500 Fleur Dr, Des Moines, IA 50321 (515) 244-4221

Briar Cliff University, 3303 Rebecca Street, Sioux City, IA 51104 (712) 279-5200

Buena Vista University, 610 W 4th Street, Storm Lake, IA 50588 (712) 749-2164

Central College, 812 University, Pella, IA 50219 (641) 628-5268

Clarke College, 1550 Clarke Drive, Dubuque, IA 52001 (563) 588-6327

Coe College, 1220 First Ave NE, Cedar Rapids, IA 52402 (319) 399-8540

Cornell College, 600 1st Street West, Mt. Vernon, IA 52314 (319) 895-4216

Des Moines University, 3200 Grand Ave, Des Moines, IA 50312 (515) 271-1452

Divine Word College, 102 Jacoby Drive SE, Epworth, IA 52045 (563) 876-3353

Dordt College, 498 Fourth Ave NE, Sioux Center, IA 51250 (712) 722-6080

Drake University, 2507 University Ave, Des Moines, IA 50311 (515) 271-2905

Emmaus Bible College, 2570 Asbury Rd, Dubuque, IA 52001 (563) 588-8000

Faith Baptist Bible College, 1900 NW Fourth, Ankeny, IA 50021 (515) 964-0601

Graceland University, 1 University Place, Lamoni, IA 50140 (641) 784-5136

Grand View College, 1200 Grandview Ave, Des Moines, IA 50316 (515) 263-2820

Grinnell College, Grinnell, IA 50112 (641) 269-3250

Iowa Wesleyan College, 601 North Main, Mount Pleasant, IA 52641 (319) 385-6242

Loras College, 1450 Alta Vista, Dubuque, IA 52004-0178 (563) 588-7136

Luther College, 700 College Drive, Decorah, IA 52101 (563) 387-1018

Maharishi University of Management, 1000 N 4th St, DB 1127, Fairfield, IA 52557 (641) 472-1156

Mercy College, 928 6th Ave, Des Moines, IA 50309-1239 (515) 643-6611

Morningside College, 1501 Morningside Ave, Sioux City, IA 51106 (712) 274-5159

Mount Mercy College, 1330 Elmhurst Drive, Cedar Rapids, IA 52402 (319) 368-6467

Northwestern College, 101 Seventh St SW, Orange City, IA 51041 (712) 707-7131

Palmer College of Chiropractic, 1000 Brady Street, Davenport, IA 52803 (563) 884-5889

St. Ambrose University, 518 W Locust St., Davenport, IA 52803 (563) 333-6314

St. Luke's College, 2720 Stone Park Blvd, Sioux City, IA 51104 (712) 279-3419

Simpson College, 701 North C Street, Indianola, IA 50125 (515) 961-1630

University of Dubuque, 2000 University Ave, Dubuque, IA 52001 (563) 589-3396

Upper Iowa University, PO Box 1859, Fayette, IA 52142 (319) 425-5393

Waldorf College, 106 South 6th St, Forest City, IA 50436 (641) 585-8120

Wartburg College, 100 Wartburg Boulevard, Waverly, IA 50677 (319) 352-8262

William Penn University, 201 Trueblood Ave, Oskaloosa, IA 52577 (641) 673-1060

Proprietary Colleges and Universities

Ashford University, 400 N Bluff Blvd, Clinton, IA 52732 (563) 242-4023

Hamilton College, 2302 W First St, Cedar Falls, IA 50613 (319) 277-0220

Hamilton College, 3165 Edgewood Parkway S., Cedar Rapids, IA 52404 (319) 363-0481

Hamilton College, 1751 Madison Ave, Suite 750, Council Bluffs, IA 51503 (712) 328-4212

Hamilton College, 4655 121st St, Des Moines, IA 50323 (515) 727-2100

Hamilton College, 100 1st St NW, Mason City, IA 50401 (641) 423-2530

Kaplan College, 1801 E Kimberly Rd, Davenport, IA 52807 (563) 441-2472

Please note that while the institutions identified in this list are eligible institutions for the Postsecondary Enrollment Options Act, not all courses offered by these institutions are eligible for participation in the Act. Please see 281—IAC 22.4 for identification of eligible courses. The Iowa College Aid Commission provided the list of institutions that meet the eligibility requirements of Iowa Code § 261.9(1) (Source: www.iowacollegeaid.org/faa/Handbook/aid_guide.htm, Chapter 6, page 6)

POSTSECONDARY ENROLLMENT OPTIONS TIMELINES

Each school year (March 1 is a suggested date)	The district shall notify 10 th and 11 th grade students and gifted and talented students in grades 8 and 9 of the postsecondary enrollment options act. -This should be done before any pre-registration or registration of students.
Each school year (March 15 is a suggested date)	The student notifies the school district of intent to enroll in postsecondary courses in the following school year.
Before the start of the year of postsecondary enrollment	Notice of student registration form is sent to the postsecondary institution. -Postsecondary institution accepts student and notifies the school district. -Student completes application materials as required by postsecondary institution. -The postsecondary institution sends written notice to the pupil, pupil's district or accredited nonpublic school. The notice shall list the course and the number of clock hours of the credit the student will receive.
By May 1 of the year of postsecondary enrollment	Postsecondary institution sends request for payment for participation in the postsecondary enrollment options to the school district.
No later than June 30 of the year of postsecondary enrollment	The school district pays no more than \$250 per course. -If the student fails to complete or otherwise receive credit for the course, the school district will be reimbursed by the parent/guardian or student if 18 years of age or older. -School district does not pay for summer courses.

**NOTICE OF STUDENT REGISTRATION
POSTSECONDARY ENROLLMENT OPTIONS ACT
IOWA CODE 261C**

(Note: Schools may use their own form)

Section I (Completed by the Student)

Student name: _____ Date of birth _____

Address, City, Zip _____ Phone number: _____

Social Security number _____

Course Title	Course Number	Credits (Quarter/Semester)	Course Times
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

281—IAC 22.3 requires that a student who anticipates enrollment under the Postsecondary Enrollment Act must inform the school district of the intent to participate and that the school district shall inform their students of the availability of the opportunity provided by the Act.

281—IAC 22.6 requires the pupil, if over eighteen years of age, or pupil's parent, guardian, or custodian to reimburse the school district for all costs directly related to all incomplete and non-credit course work. An eligible postsecondary institution should make pro-rata adjustments to tuition reimbursement based upon federal guidelines established pursuant to 20 U.S.C. § 1091b.

We have received the information required by **281—IAC 22.3** and **281—IAC 22.6** and are aware that the above student is enrolling in postsecondary courses.

Signature of the student Date

Print parent/guardian name (if the student is under 18)

Signature of the parent/guardian (if the student is under 18) Date

Section II (Completed by the School District)

Name of the school _____

Name of the High School _____

Student grade level _____

High School contact person _____

Title _____

Phone Number _____

School District Verification

I verify that the student information in Section I is accurate and the student identified in Section I is eligible for participation in the Postsecondary Enrollment Options Act in the courses listed in Section I.

Signature of the Authorized School Official

Title

Date

Section III (Completed by the Postsecondary Institution)

Name of the Postsecondary Institution _____

Address _____

Phone number _____

Course Title	Course Number	Course Time/Hours	Course Credits	Cost (Tuition, Fees, Materials)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I certify that the student identified in Section I has been admitted to the courses identified in Section III.

Signature of Authorized Postsecondary Official

Title

Date

Comparison Chart of PSEO Classes and 28E Agreement Classes

	PSEO	28E with Community College
Supplementary Weighting	Never eligible	May be eligible if all seven criteria listed in Iowa Code 257.11(3) are met
Enrollment	Student applies to a postsecondary institution to enroll; course must not be offered by the resident/serving district or be provided through a 28E agreement with any postsecondary institution	Student enrolls at school district to take community college offered coursework
Age Level	All students in grades 11-12 and identified G/T students in grades 9-10	Specified in agreement
Payment	District if student passes and completes the course; otherwise parent; paid no later than June 30 of each year	District regardless if the student passes or fails; paid on the time schedule negotiated
Cost	Actual costs up to \$250 per course	Whatever cost negotiated by community college and district boards
Charge to students	None, unless the student fails or does not complete course	None
College Credit	Required	Only required if eligible for supplementary weighting
High School Credit	Required	Required
28E or other written agreement required?	No	Yes; should be established prior to any student enrollment
Who employs the instructor?	Postsecondary institution	Community college
Notifications	Postsecondary institution notifies pupil, appropriate public school district, and DE; notification must include the course, clock hours, and credit hours	None required
Summer session	Up to 7 credit hours are allowed if the student has not completed high school graduation requirements but has completed eleventh grade; HOWEVER, the district does not pay for summer session courses	Allowed; district pays. Summer session courses are not eligible for supplementary weighting
Full-time college enrollment	Not allowed	As addressed in agreement
Transportation Responsibility	Parent	Generally the district, might be parental reimbursement; this is determined on a course/case by course/case basis
Tuition Refunds	Pro rata adjustments required based on federal guidelines	As negotiated
Iowa Code Reference(s)	261C	257.11; 260C.1; 260C.14(2)
Location	Postsecondary campus or any site established by the community college	Site within the district boundaries, including the facilities of that district, or any site established by the community college

Other	<p>Course must be in the postsecondary institution's catalog and taught utilizing the postsecondary course syllabus</p> <p>Course must be open to all students of the postsecondary institution</p> <p>Course must be nonsectarian</p> <p>Course must supplement, not supplant, what the district offers</p> <p>Course must be available to any dually enrolled CPI (home schooled) student on the same basis as it is available to a regularly enrolled student.</p>	<p>Course must be in the community college's catalog and taught utilizing the community college course syllabus</p> <p>Course must be open to all students of the postsecondary institution</p> <p>Course must be nonsectarian</p> <p>Course must supplement, not supplant, what the district offers</p> <p>Course must be available to any dually enrolled CPI (home schooled) student on the same basis as it is available to a regularly enrolled student.</p>
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Example:

Your board and the board of the local community college determine that your students would benefit if your district offered advanced courses available at the community college but not available in your district for quantitative methods and geology, whether or not students have requested these courses. Your boards establish a sharing agreement for these courses. Student A enrolls in geology at the community college, and student B enrolls in political science at the community college. Student A would be in a shared program; student B would be a PSEO student. Generally, classes that are student selected, not currently available through the high school, and not provided as part of a shared program with the community college are PSEO classes. Classes that are selected by the board to be part of a shared program with the community college would not be PSEO classes.

Reporting Postsecondary Enrollment Courses through Project EASIER

All Postsecondary Enrollment Options (PSEO) courses taken during the entire school year must be included in the Project EASIER Spring file, which means that the courses must be entered electronically in the students' schedules. Each PSEO course must be assigned a unique local course title, unique local course number and a corresponding state course number. Given that postsecondary courses are offered on a semester basis, all PSEO courses must be reported at the semester level. For example, reporting for a student taking Calculus I first semester and Calculus II second semester must be done as two unique courses each having a unique local title and number and appear as .5 credit.

The NCES Course Classification System coding **structure** used for non-PSEO courses is also used for PSEO courses. However, the structure is modified for PSEO and **only the subject area and the credit fields need codes**. All other fields should be a zero. There are three additional fields associated with the reporting of regular curriculum courses. They are Accreditation Code, Institution Offering Course, and Course Type. This coding structure will also be maintained for PSEO courses and codes will be needed for Institution Offering Course and Course Type. The Accreditation Code will be a zero.

NCES Coding Structure and Additional Curriculum Fields Modification for PSEO Courses

X	X	0	0	0	X	X	X	0	0	0	0	0
Subject Area		Course Title		Level	Credit			Term	Year	Subject Fields		

0	X	X	X	X	X	X	X	X
Accreditation Area	Institution Offering Course							Course Type

CODE INFORMATION

Subject Area

All PSEO courses must be coded using one of the following subject area codes:

Mathematics	30
Science	31
Social Science	32
Humanities	33
Career Options Programs	34
Vocational Technical	35

- These subject fields differ from the nine accreditation areas used for non-PSEO courses. The reason is that the six PSEO subject areas are defined in the Iowa code. There is not a specific PSEO subject field code for English, Language, or Literature courses. These courses as well as other related to this area can be coded as Humanities.
- A community college college **parallel/career option program** is an associate degree program that is fully transferable to three or more baccalaureate degree programs. These programs must include courses that are technical and designed to provide a student with the option of entering employment in a career field upon completion of the two-degree program. The program also must include all the coursework necessary for the associate of arts/science degree.
- A community college **vocational-technical** education program is focused on preparing an individual for entry and successful employment in a career field. A student completing a program of one year in length will receive a diploma, while students completing a program that is two years in length will receive an applied associate of science/arts degree.

Credit

Students taking PSEO courses receive both high school and postsecondary credit. Project EASIER reporting should reflect high school credit and the credit should be reported in Carnegie Units, just as is done for regular courses. This field is three characters in length. A .5 credit would be entered as 050. All PSEO courses should be reported at the semester level.

Accreditation Area

This field should have a zero for all PSEO courses.

Institution Offering Course

This field identifies the postsecondary institution offering the course. A six-digit code is needed that identifies the **specific** institution. The Integrated Postsecondary Education Data System (IPEDS) codes will be used and are provided below. For example, if a course were taken at Indian Hills Community College, the six-digit code would be 153472.

Integrated Postsecondary Education Data System (IPEDS) Codes for Iowa Institutions Providing Courses for High School Students

<u>Code</u>	<u>Institution</u>	<u>Location</u>
152822	AIB College Of Business	Des Moines
152798	Allen College	Waterloo
154022	Ashford University	Clinton
152992	Briar Cliff University	Sioux City
153001	Buena Vista University	Storm Lake
153108	Central College	Pella
153126	Clarke College	Dubuque
153144	Coe College	Cedar Rapids
153162	Cornell College	Mount Vernon
153214	Des Moines Area Community College	Ankeny
154156	Des Moines University	Des Moines
153241	Divine Word College	Epworth
153250	Dordt College	Sioux Center
153269	Drake University	Des Moines
153311	Eastern Iowa Community College District	Davenport
153296	Ellsworth Community College	Iowa Falls
153302	Emmaus Bible College	Dubuque
153320	Faith Baptist Bible College And Theological Seminary	Ankeny
153366	Graceland University-Lamoni	Lamoni
153375	Grand View College	Des Moines
153384	Grinnell College	Grinnell
260910	Hamilton College Cedar Falls	Cedar Falls
153418	Hamilton College Cedar Rapids	Cedar Rapids
445416	Hamilton College Council Bluffs	Council Bluffs
367024	Hamilton College Des Moines	Des Moines
153409	Hamilton College Mason City	Mason City
153445	Hawkeye Community College	Waterloo
153472	Indian Hills Community College	Ottumwa
153524	Iowa Central Community College	Ft Dodge
153533	Iowa Lakes Community College	Estherville
153603	Iowa State University	Ames

**Integrated Postsecondary Education Data System (IPEDS)
Codes for Iowa Institutions Providing Courses for High School Students (Continued)**

<u>Code</u>	<u>Institution</u>	<u>Location</u>
153621	Iowa Wesleyan College	Mount Pleasant
153630	Iowa Western Community College	Council Bluffs
260901	Kaplan University	Davenport
153737	Kirkwood Community College	Cedar Rapids
153825	Loras College	Dubuque
153834	Luther College	Decorah
153861	Maharishi University Of Management	Fairfield
153922	Marshalltown Community College	Marshalltown
153977	Mercy College	Des Moines
154004	Morningside College	Sioux City
154013	Mount Mercy College	Cedar Rapids
154059	North Iowa Area Community College	Mason City
154110	Northeast Iowa Community College-Calmar	Calmar
154129	Northwest Iowa Community College	Sheldon
154101	Northwestern College	Orange City
154174	Palmer College	Davenport
154235	Saint Ambrose University	Davenport
154350	Simpson College	Indianola
154378	Southeastern Community College	West Burlington
154396	Southwestern Community College	Creston
154262	St Luke's College	Sioux City
153278	University Of Dubuque	Dubuque
153658	University Of Iowa	Iowa City
154095	University Of Northern Iowa	Cedar Falls
154493	Upper Iowa University	Fayette
154518	Waldorf College	Forest City
154527	Wartburg College	Waverly
154572	Western Iowa Tech Community College	Sioux City
154590	William Penn University	Oskaloosa
999999	Other	

Type of Course

This field indicates the course type based on funding source. All PSEO courses should use a code of 2 in this field.

Uses of PSEO Data

The Department of Education is required to collect data on 1) the number of students taking PSEO courses, 2) the number of courses taken, 3) the institutions from which the courses are offered, and 4) the amount of money districts pay for these courses. When districts provide PSEO information in the manner just described, these reporting requirements can be met.

To validate reporting, a comparison is made between the PSEO course information submitted in the Project EASIER file and the PSEO dollar amount submitted on the web-based BEDS report. The comparison between dollars spent and the state course code credit field will be used to calculate this comparison.